



SAMRAIZ YASEEN

ABOUT ME

I'm a accounts assistant who has been working in the company for over 2 years.

CONTACT

☎ 03066852110

✉ samraizyaseen3@gmail.com

EDUCATION

BZU University Multan | 2019-2021

Bachelor of Commerce

1st Division

EXPERIENCES

Private Seed Company | 2022-Present

Accounts Assistant

- Insert customer and account data.
- Compile verify accuracy & sort information according to priorities .
- Review data for deficiencies or errors, correctible and check output.
- Recruiting, training, supervising and appraising staff.
- Managing budgets.
- Maintaining statistical and financial records.
- Dealing with customer queries and complaints.
- Overseeing pricing and stock control.
- Completing banking transactions and carrying out basic bookkeeping
- Answering phone calls and taking messages
- Scheduling meetings and managing calendars
- Welcoming visitors to the office
- Providing visitors with information
- Resolving office-related issues

PROFESSIONAL SKILLS

MS Office 50%

Communication skill 85%

Office related issues 95%